

STATE OF HAWAII
STATE PROCUREMENT OFFICE

SPO Price List No. 01-21 (All Islands)

Includes Change Nos. 1-10

Revised October 30, 2003

PADDED STANDARD FORMS

(I-00-072-0)

This Price List is continuous

PARTICIPATING JURISDICTIONS. Agencies of the following purchasing jurisdictions are to purchase from this price list:

- Executive Branch (Executive)
- Department of Education (DOE)
- University of Hawaii (UH)
- Hawaii Health System Corporation (HHSC)
- Office of Hawaiian Affairs (OHA)
- Senate
- House of Representatives (House)
- Judiciary

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available at the SPO Website, www.spo.hawaii.gov; click on "Forms".

POINT OF CONTACT. Questions regarding the ordering of the forms, pricing, and status should be directed to the vendor.

Procurement questions or complaints may be directed as follows:

| Jurisdiction | Name | Telephone | FAX | E-mail | |
|--------------|------------------------|-----------|----------|--|--|
| Executive | Cara Sakata | 586-0563 | 586-0570 | cara.sakata@hawaii.gov | |
| Judiciary | Newton Sakamoto | 538-5805 | 538-5802 | newton.t.sakamoto@courts.state.hi.us | |
| Senate | Paul T. Kawaguchi | 586-6720 | 586-6719 | senclk@capitol.hawaii.gov | |
| | Carol Taniguchi | 586-6720 | 586-6719 | taniguchi@capitol.hawaii.gov | |
| | Deborah Aki | 586-6765 | 586-7229 | wikander@capitol.hawaii.gov | |
| House | Patricia Mau Shimizu | 586-6400 | 586-6401 | adele@capitol.hawaii.gov | |
| OHA | Joan Bolte | 594-1999 | 594-1865 | joanb@oha.org | |
| DOE | Procurement Staff | 675-0130 | 675-0133 | connie_chun@notes.k12.hi.us | |
| U.H. | Jamie Wong (primary) | 956-8687 | 956-2093 | jamie@hawaii.edu | |
| | Rod Sakuma (alternate) | 956-8687 | 956-2093 | rod@hawaii.edu | |
| HHSC | Al Neves | 928-2024 | 928-8980 | aneves@hhsc.org | |

VENDOR: Department of Public Safety
Correctional Industries

Address: 99-902 Moanalua Road
Aiea, HI 96701

Telephone No.: 486-4883, ext. 573/581

VENDOR CODE for annotation on purchase orders are obtainable from the “Alphabetical Vendor Edit Table Report” available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include delivery to Oahu destinations for orders of at least \$15.00, all applicable taxes and all other costs. Oahu agencies ordering less than \$15.00 may be assessed a delivery charge. For neighbor island orders, mailing cost will be added to invoices as a separate charge.

PURCHASE ORDERS shall be issued on an as needed basis during the price list period. It is the responsibility of each agency to insure timely issuance of purchase orders. Vendor is not obliged to accept any order received after the price list expiration date; however, shall fill timely orders for which delivery may extend beyond the expiration date. Do not issue purchase orders specifying delivery after the price list expiration date.

“**SPO PL No. 00-21**” must be typed on purchase orders issued against this price list.

In the interest of minimizing both purchase order processing and delivery costs, agencies are urged to consolidate on each purchase order as many items from as many price lists as possible and to issue those orders as soon as possible. For your information Correctional Industries is also the vendor for *SPO PL 01-15 (All Islands), Letterhead, Envelopes, and Business Cards, (continuous)*.

PRICE LIST AVAILABLE ON SPO WEBPAGE . The price list is available at the SPO website:

<http://www2.hawaii.gov/priceapps/showprice.cfm?&ShowAll=Yes>

/s/ Robert J. Governs
ROBERT J. GOVERNS, CPPB
Procurement Officer

All pads are sold 100 sheets/pad, unless otherwise noted.

| <u>FAMIS FORMS</u> | | <u>Unit Price</u> |
|--------------------|--|-------------------|
| SAF A-08 | Unrequired Appropriations to be Lapsed, 1/1/00 | \$ 4.50/pad |
| SAF A-19 | Request for Allotment, 1/1/00 | 3.50/pad |
| SAF A-20 | Agency Internal Journal Entry, 3/1/91 | 3.50/pad |
| SAF A-21 | Request for Transfer of Funds, 1/1/00 | 3.00/pad |
| SAF A-27 | Journal Voucher, 7/1/89 | 4.00/pad |
| SAF A-28 | Universal Input Form, 7/1/83 | 4.00/pad |
| SAF A-47 | Batch Slip, 7/1/83 | 2.50/pad |
| SAF A-52 | Descriptor Table Maintenance, 7/1/84 | 3.50/pad |
| SAF A-54 | Vendor Table Maintenance, 9/1/95 | 2.50/pad |
| SAF A-71 | Report Request Coding Form, 7/1/85 | 2.50/pad |
| SAF C-06 | Encumbrance Advice, 7/1/83 | 3.00/pad |
| SAF C-07 | Unrequired Contract Encumbrance Advice, 7/1/87 | 2.50/pad |
| SAF C-08 | Summary Warrant Voucher (manual), 1/1/93 | 4.00/pad |
| SAF C-12 | Payment Coding Input-Vendor Code, 1/1/85 | 3.50/pad |
| SAF C-13 | Payment Coding Input-Vendor Name & Address, 1/1/85 | 3.50/pad |
| SAF C-23 | Invoice List, 7/1/74 | 3.00/pad |
| SAF C-41 | Contract Input, 11/1/90 | 2.50/pad |
| SAF C-53 | Checks Cancelled, 7/1/95 | 4.00/pad |
| SAF C-61* | Claim for Lost Check, 7/1/96 | 2.50/pad |
| SAF C-62* | Claim for Non-Received Check, 7/1/96 | 2.50/pad |
| SAF C-63* | Claim for Void Check, 7/1/96 | 2.50/pad |

*Form dated 9/1/95 may be used until depleted.

BANK FORM

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| FHB-SPO | First Hawaiian Bank, Stop Payment Order, 7/99 | 2.50/pad |
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PAYROLL AND OTHER ACCOUNTING FORMS

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|----------|---|----------|
| SAF D-52 | Sick Pay Status Change, 7/1/88 | 2.50/pad |
| SAF D-90 | Employee's Designation of Beneficiary, 7/1/90 | 4.50/pad |
| SAF C-02 | Requisition for Service or Supplies, 7/1/76 | 2.50/pad |
| SAF C-30 | Assignment of Money by Party to Whom State is Directly Indebted, 7/1/95 | 3.00/pad |
| SAF C-31 | Monthly Mileage Record for State Owned Vehicles, 1/1/00 | 3.50/pad |
| SAF C-32 | Personal Automobile Trip Record, 1/1/00 | .80/pad |
| SAF C-33 | Personal Automobile Mileage Voucher, 7/1/99 | 2.50/pad |
| SAF B-10 | Bill for Collection, 1/1/00, white | 2.50/pad |
| | canary | 3.00/pad |

| | | <u>Unit Price</u> |
|----------------------------|---|--------------------------|
| <u>PERSONNEL FORMS</u> | | |
| G-1 | Application for Leave of Absence, 5/1/76 | 3.00/pad |
| HRD-5 | Notification of Personnel Action, singles, 7/86 | 2.50/pad |
| HRD-6 | Oath of Loyalty, 2/1/82 | 1.50/pad |
| HRD-7 | Attendance & Leave Record, 6/1/86, 100 shts./pkg., White Green | 10.00/pkg. 11.00/pkg. |
| HRD-206 | Position Classification Form, 10/1/83, White Pink | 3.75/pad 4.50/pad |
| SF-1 | Request for Position Action, 9/98 | 2.50/pad |
| | Department Employee of the Year Certificate, 8" x 11" | .60/sht. |
| | Certificate of Merit, 8" x 10" | .60/sht. |
| | Certificate of Achievement, 8" x 10" | .60/sht. |
| | Sustained Superior Performance Certificate, 8" x 10" | .60/sht. |
| | Special Service Award, 8" x 10" | .60/sht. |
| <u>MISCELLANEOUS FORMS</u> | | |
| | Telephone Message Pad, "While You Were Out", 4-1/4" x 5-1/2", 100 sheets/pad (color may vary each month) | .85/pad |